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FACILITIES FOR TRAINING TO MEET THE NEEDS OF THE MENTALLY RETARDED.

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A program authorized under the Mental Reterdation Facilities and Community Mental Health Centers Construction Act of 1963 provides federal funds to help colleges and universities build training facilities for personnel specializing in the field of mental retardation. This document covers the requirements, the scope, and the steps involved in developing a project, and discusses federal participation and general policies for the administration of the program. An outline is given of the required contents of a letter of intent (used by the Government in allocating resources to needs) to be furnished by the applicant. Also described are the procedure for making a formal application, the cutoff dates for receiving applications, and the action taken when the final application is submitted. (BW)

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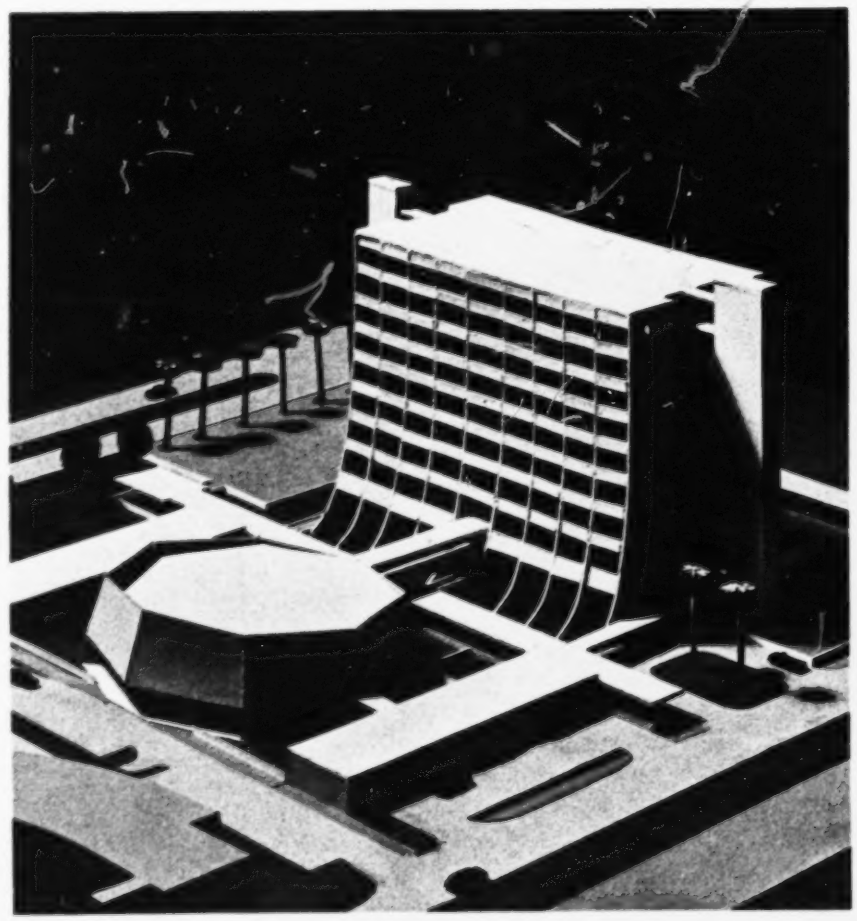
U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
Social and Rehabilitation Service



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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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FACILITIES FOR TRAINING TO MEET THE NEEDS OF THE MENTALLY RETARDED

U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
Social and Rehabilitation Service
Division of Mental Retardation

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TO COMBAT MENTAL RETARDATION, all resources of
● men ● money ● materials
must be mobilized.
All three are important, but the first is paramount . . .
for without *men* (trained personnel),
money cannot achieve its full effectiveness . . .
and *materials* (services, programs, and facilities)
may lie idle.

The Federal Government, therefore, has entered into a
PARTNERSHIP WITH COLLEGES AND UNIVERSITIES
to train the men and women needed to help the mentally
retarded attain their full potential.

To promote this partnership,
legislation was enacted to establish
a program for the construction of
UNIVERSITY-AFFILIATED FACILITIES
FOR THE MENTALLY RETARDED.

Under this program, Federal funds are provided
to help colleges and universities build training facilities
for personnel specializing in the field of mental retardation.

AUTHORIZATION

The program was authorized under Part B, Title I, of the Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963 (P.L. 88–164).

Regulations implementing this legislation have been issued by the U.S. Department of Health, Education, and Welfare, and are available from the Division of Mental Retardation, Social and Rehabilitation Service.

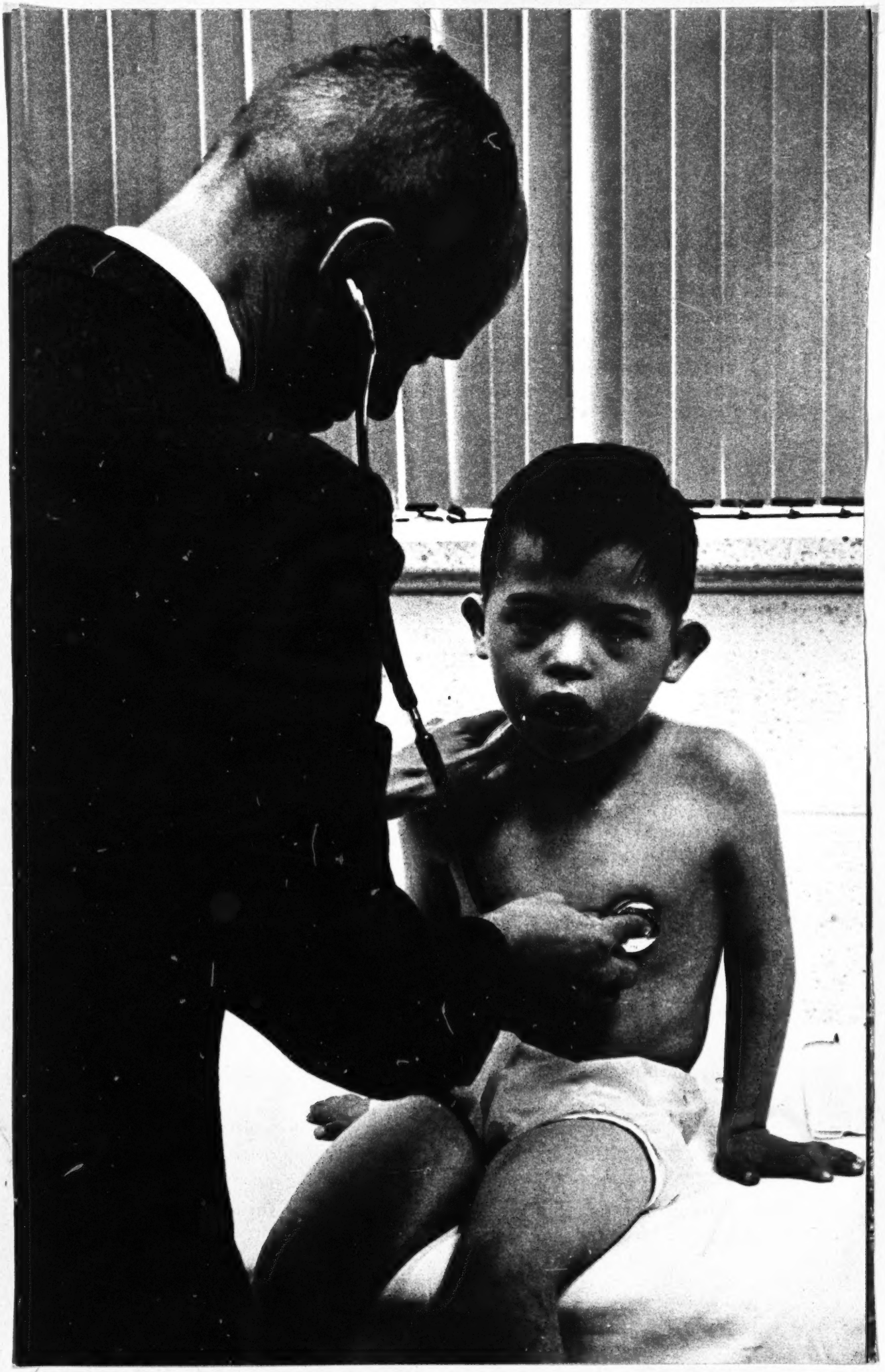
ELIGIBILITY REQUIREMENTS

The *applicant* must be either:

1. A college, university, or an affiliated hospital of a medical or osteopathic school, or

2. A facility for the mentally retarded, having a written agreement integrating its functions and activities with a college, university, or affiliated hospital.

Among other things, this agreement may provide for the planning of curriculum and course work for the joint train-



ing of personnel, and the interchange of teaching staff and students.

The *construction project* must provide for a public or other nonprofit clinical facility for the mentally retarded in which comprehensive services for the retarded will be provided, specialized personnel will be trained, or new techniques of specialized services will be demonstrated.

SCOPE OF PROJECT

Since the practical application of knowledge is fundamental to the training of personnel to work in the field of mental retardation, each project must include services to the retarded plus one or both of the two other program aims; professional training and demonstration of new techniques. (Some projects include all three.)

Services—To be eligible, a project must provide, so far as practicable, a full range of inpatient and outpatient services for the retarded. An extensive array of interrelated services must be readily accessible to the retarded child or adult to provide a "continuum of care." A full range of services would require the following personnel among others:

Medical personnel	Special educators
Dentists	Psychologists
Speech and hearing therapists	Social workers
Nutritionists	Sociologists
Physical therapists	Recreational specialists
Occupational therapists	Chaplains
Rehabilitation specialists	

Training—The objective is to provide for the clinical training of physicians and other specialized personnel needed for:

- Research
- Diagnosis and Treatment
- Education
- Training
- Care

Each applicant is encouraged to conduct a comprehensive multidisciplinary training program. If a full range of training is not possible, programs providing training in one or more areas may be funded if the following conditions are met: (1) A full range of services is provided for patients;

and (2) a plan for the effective demonstration and teaching of modern methods of comprehensive diagnosis, care and treatment, education, and training of the retarded is part of the proposed training program.

Demonstration—A project may include the demonstration of new techniques of specialized services in:

- Diagnosis and treatment
- Education
- Training, or
- Care

Special encouragement will be given to the development of applications providing for demonstration of new methods of care. A lasting impact will be made on the treatment and care of the mentally retarded if changes in institutional philosophy and method can be recognized and demonstrated.

INTERDISCIPLINARY CONCEPT

The President's Panel on Mental Retardation, in its report on October 16, 1962, stressed the advantage of individuals with

different professional backgrounds and skills having the ability to relate their contributions to each other effectively. The Panel suggested that:

"Ways should be explored whereby future participants may have an opportunity to learn to work together.

"At the minimum, ways should be sought to give the members of professional teams a better acquaintance with the unique contributions that each can make in such interdisciplinary settings."

The interdisciplinary concept is not only desirable but essential to this program. The training of professional personnel is broadened immeasurably when performed in an interdisciplinary setting. The physician, the psychologist, the educator, the nurse, and others learn during the training process what each has to offer to the mentally retarded.

In recruiting trainees for possible careers in mental retardation, an introduction to the subject should be given as early as possible in the academic career. However, in the actual

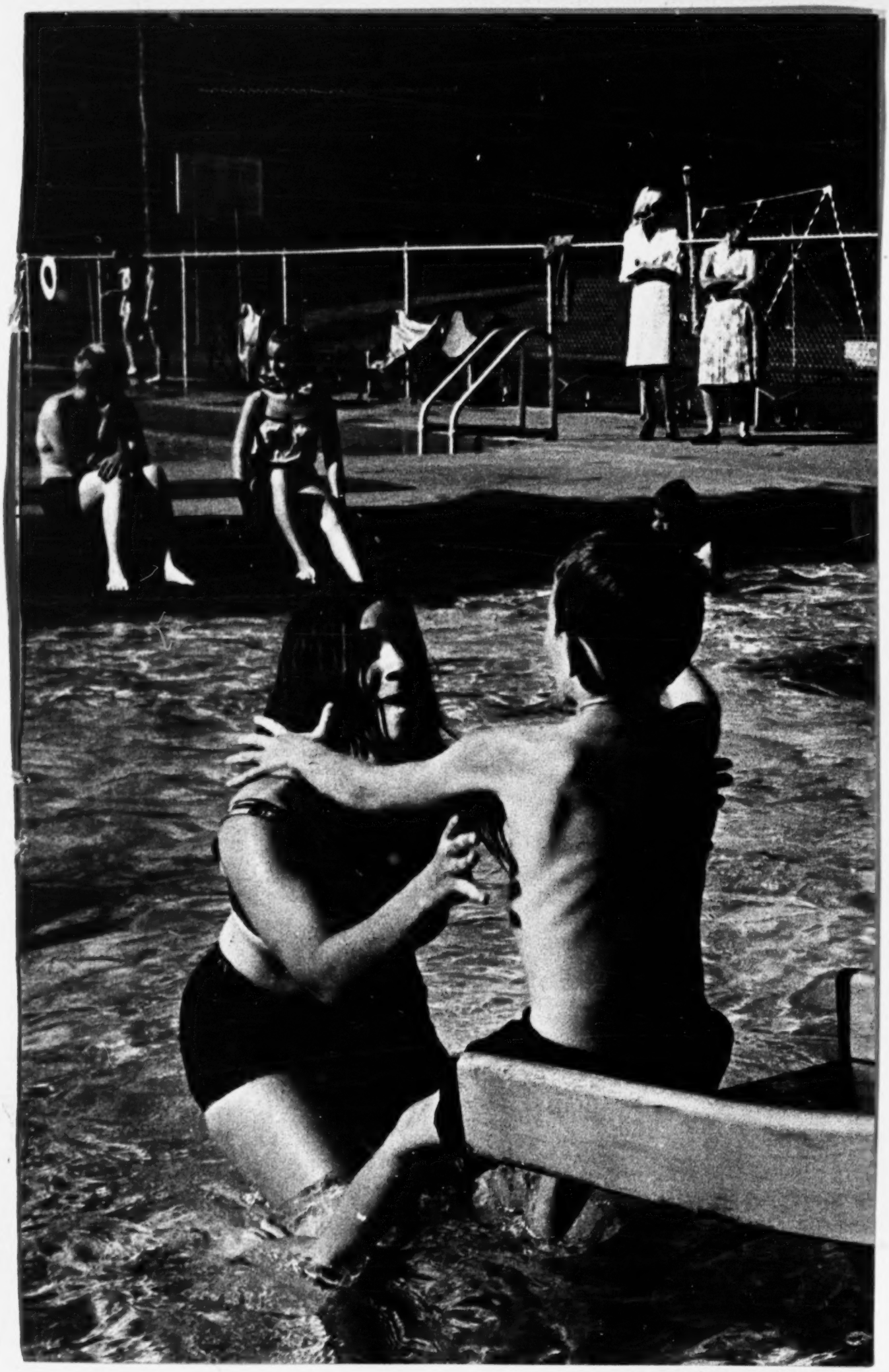
professional training of the recruit, the critical time must be at that point in which he begins to practice the application of his knowledge—for example, internship, residency, practicum, or field work training. It is at this point that the university-affiliated facility can make the greatest impact.

FEDERAL PARTICIPATION

10 As in most Federal aid programs, the applicant must provide the necessary matching funds. Under this program, a Federal grant may be made in an amount not to exceed 75 percent of the construction and equipment costs of the university-affiliated facility for the mentally retarded.

GENERAL POLICIES

Policies for the administration of the program are based on the legislation, regulations, and the underlying intent of the Congress as expressed during hearings before the passage of the Act. These policies are consistent with guidelines of the President's Panel on Mental Retardation and the recommendations of the Intercouncil Committee on Construction of University-Affiliated Facilities for the Mentally Retarded, which reviews grant applications under the program.



Direct Grants—Grants for construction of university-affiliated facilities for the mentally retarded are project grants made directly to the applicant.

Projects Not Limited to Medical Schools—A university or its affiliate need not have a medical school in order to participate. Even if every medical school in the United States had a university-affiliated facility on its campus, these schools would not be able to provide the number of trained personnel necessary to deal with the problem of mental retardation. Therefore, if critically needed professional personnel are to be trained for this work, many universities and colleges without medical schools will have to be enlisted in the interdisciplinary program.

LETTER OF INTENT

To assist in allocating resources to needs, the Division of Mental Retardation, Social and Rehabilitation Service, requires the applicant to furnish a letter of intent giving information concerning the construction that is planned. A letter of intent is not regarded as a commitment by either the university, the applicant, or the Division.

It is a letter providing information as to future plans.

Contents of Letter of Intent—The letter should answer the following questions:

1. What is the nature and scope of the project?
2. What is the anticipated total project cost?
3. Will the proposed construction involve support from more than one program (e.g., University-Affiliated Facilities and Health Research Facilities)?
4. If so, what is the estimated total cost of each part of the joint application?
5. Will matching funds be available at the time the application is made?
6. If not, when and how will these funds be raised?
7. What are the proposed starting and completion dates of the construction?
8. Is the project site available?
9. What is the status of architectural plans (e.g., schematics, preliminary drawings, or working drawings)?
10. When do you intend to apply for a grant?

Where to write—Letters of intent should be sent to:

Chief, University-Affiliated Facilities Branch
Division of Mental Retardation
Social and Rehabilitation Service
4040 North Fairfax Drive
Arlington, Virginia 22203

ASSISTANCE TO APPLICANTS

Program staff members from the Branch are available for advice and consultation, and will provide information and assistance to applicants on request. Before preparation of an application, the applicant and his architect are encouraged to arrange a meeting with the staff.

Frequent consultation at various stages of development of the application is recommended so that assistance may be given as readily and constructively as possible.

Architects of the Division of Mental Retardation are available for consultation and advice to the applicant, his representatives, and his architect.

FORMAL APPLICATION

Formal application is made on the APPLICATION FOR JOINT CONSTRUCTION GRANT, Form PHS 4687–1 and Form PHS 4687–4 (revised 9–65), which may be obtained from the Division of Mental Retardation. The application is designed to obtain data required by the Act and Regulations, and to provide information necessary for evaluation by the Intercouncil Committee on Construction of University-Affiliated Facilities for the Mentally Retarded and by the Social and Rehabilitation Service.

Draft Application—When the application is completed, the applicant may submit a draft copy to the University-Affiliated Facilities Branch before formal application is made.

Final Application—The applicant should make certain that all questions on the application are answered and that all necessary attachments are included. The completed application should be mailed to Division of Research Grants, National Institutes of Health, Westwood Building, 5333 Westbard Avenue, Bethesda, Maryland 20014.

Schematics and Supplements—Copies of the schematic drawings and all other supporting correspondence should be sent directly to the Division of Mental Retardation. Likewise,

amendments or supplements to the application should be sent to the Division.

CUTOFF DATES

The cutoff dates for receiving applications for presentation at scheduled meetings of the Intercouncil Committee on Construction of University-Affiliated Facilities for the Mentally Retarded are:

1. September 30 for the March Council meeting
2. January 31 for the June Council meeting
3. May 31 for the November Council meeting

ACTION ON APPLICATION

When the final application is submitted, it will receive—

1. A *preliminary review* by Division staff for completeness and verification that all legal requirements are met.

2. A *site visit* by a team of non-Federal consultants who review in detail the proposed project. Reports of site visitors include an evaluation of training programs as well as the commitment and ability of the applicant to conduct training programs.

3. *Consideration* by the Intercouncil Committee on Construction of University-Affiliated Facilities for the Mentally Retarded during its regularly scheduled meetings. In making recommendations the Council considers each application, supporting information, and the site visit reports.

4. *Decision* by the Administrator, Social and Rehabilitation Service on the basis of recommendations of the Council.

Applicants are advised of the recommendations made by the Intercouncil Committee. When the Intercouncil Committee has not been able to recommend approval of a project, the Division will, if requested, assist the applicant in implementing program suggestions made by the Committee. If the Committee recommends approval, the project is considered for grant award, subject to the amount and availability of Federal funds.

Each applicant having an approved and funded project receives a Notice of Grant Award indicating the amount of the grant. Grant recipients are then referred to the appropriate Regional Office, which will work with the grantee during the actual construction phase.

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